



Job Vacancy Announcement

Date Posted: March 23, 2022

Position Title: Violence Prevention Coordinator (VPC)
Reports to: Mayor
Dept/CC: Executive/Administration

Position Purpose:

Under the direction of the Mayor of the City of Kankakee, in collaboration with the Police Department, Economic and Community Development Agency, and Kankakee United. Serves as the City of Kankakee's lead in the implementation of data-driven, partnership-based violence prevention and reduction programs and strategies rooted in best practice. Develops and communicates violence reduction strategies that employ respectful, direct communication with high-risk youth and young adults. Seeks to reduce recidivism among youth and young adults at high-risk of violence. Works closely with neighborhood leaders to strengthen relationships between the community and police. Performs other related duties as assigned.

Essential Functions:

1. Coordinates and manages inter-agency working partnerships of community leaders including clergy and gang outreach, public and community-based service providers, and other stakeholders committed to reducing violence; facilitates Kankakee United meetings and makes public presentations.
2. Collaborates with law enforcement, other relevant City Departments, and community-based organizations in developing neighborhood-based community support systems for the prevention of violence.
3. Serves as the City Lead with Cities United and community leaders across the country who are engaged in similar efforts to prevent community violence.
4. Plans and supervises program activities; evaluates and analyzes violence prevention and violence treatment services. Maintains program statistics and prepares reports, procedures. Monitors budget expenditures.
5. Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs; recommends and implements policy and procedural improvements.
6. Oversees Kankakee United's private and public fundraising as it relates to violence prevention and reduction.

Preferred Experience:

- Education: Bachelor's degree in Sociology, Social work, Public Administration, Criminology, or related field.
- Three (3) years of management or supervisory experience in government or public agency involving leadership facilitation in the area of violence reduction.
- Management in community outreach/improvement programs, or in a relevant non-profit or private sector agency. Strong analytical and leadership skills. Ability to work effectively with diverse community leaders, organizers, and residents affected by violence.

HOW TO APPLY: Please send resume and cover letter to Carolyn Croswell/Human Resources Department 304 S. Indiana Ave, Kankakee, IL 60901, or apply online at: www.citykankakee-il.gov. EOE
Deadline to apply April 1, 2022.